

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-15-002

OPEN TO: All interested candidates

POSITION: Project Accountant
Financial Management Office

OPENING DATE: June 16, 2015

CLOSING DATE: June 30, 2015

WORK HOURS: 40 hours/week

SALARY: (Min. JD17,783 – Max. JD29,340)
Position Grade Level 10

PLACE OF PERFORMANCE: Amman, Jordan

NOTE: ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Jordan has an immediate vacancy for a Project Accountant position in the Financial Management Office (FMO). This is a Personal Services Contract (PSC) position, grade FSN-10. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-10 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The Project Accountant position merges the roles and responsibilities of 2 Financial Management Office (FMO) positions of Project Accountant (overseeing accounting for program funds) and Budget Analyst (overseeing accounting for operating expense funds). S/he is a focal point of contact regarding the financial management and integrity of Mission's budget analysis and accounting system, primarily captured by the Phoenix system. S/he is largely responsible for and leads the formulation of assigned areas within the Mission Comprehensive Operations Expenses (OE) budget, including

identifying, reviewing, analyzing and reporting sources for this funding from the annual program budget. S/he reviews, processes, and reconciles complex accounting transactions encompassing a Program Budget, and prepares program funding documents as related to upward/downward adjustments, de-obligations, and re-obligations. S/he will coordinate accounting transactions that includes payments on a yearly basis. S/he coordinates the calculation and documentation of quarterly accruals with Technical Offices; reviews and posts accruals to the accounting system; maintains the accuracy of data within the Missions project reporting system; prepares pipeline and project status reports using MAPPR software; and maintains vendor records within Phoenix. The incumbent is expected to provide advanced financial management advice and guidance to members of the Technical Offices, Office of Acquisitions and Assistance, Program Management Office and Front Office. The Project Accountant with direction from the Chief Accountant delivers periodic financial management training to the Mission CORs and AORs on topics ranging from calculation of quarterly accruals to appropriate funds usage. Thoroughly reviews applicable government-wide accounting reports and reconciles disbursements from Bangkok and U.S. Disbursing Offices in Charleston and Kansas. In addition, s/he is responsible for the complex accounting and funds aging analysis of the Mission's comprehensive pipeline, including Unexpended Obligations, Unobligated Committed Bilateral and Unobligated Committed Unilateral funds. The Project Accountant works under the direct supervision of the Chief Accountant; serves as the acting Chief Accountant when needed.

Major Responsibilities:

Accounting Operations

The incumbent is the primary person in maintaining and implementing accounting policies and procedures for the operation of the financial systems, primarily Phoenix, and other required subsidiary systems for all appropriated funds allowed to the Mission. S/he safeguards the integrity of all financial data that pertains to the Mission. S/he will be concurrently focused on all accounting activities related to Program funds and Operating Expense funds, notably for cost allowability and accuracy.

Provides clearance and advanced procedural advice pertaining to regulations, policies and availability of funds for Forward Funding and appropriate usage of type of funds.

Provides advice and assistance to Mission personnel, notably CORs and AORs, on all financial management requirements, including financial system user guidance.

Advises Technical Offices, Office of Acquisitions and Assistance, and Program Management Office personnel on cost elements of activities, aging status of funds, special analyses of program activities, and provides financial information support to program activity committees.

Monitors the pre-validation techniques to ensure that obligations do not exceed available funds and ensures obligations are used for legitimate program or operational needs.

Manages the 1311 Review of unliquidated funds for de-obligation.

Reviews all inter- and intra-accounting, IPAC, transactions and journal voucher adjustments before posting to the official records. S/he conducts periodic reviews to ascertain the validity of recorded obligations in accordance with legal requirements, provides funding data for all types of obligations via systems, or on paper documents.

Prepares and assigns proper fiscal data to a Modified Acquisition & Assistance Request Document (MAARD) to record and capture all necessary commitment information.

Prepares Master Funding Documents (MFD), especially when used to issue incremental funding.

Ensures accounting information, including assignation of proper class codes, and documentation meets Agency accounting requirements.

Assists with contract close-outs, including letters of credit. Creates new vendor records within the accounting system.

OE & Program Support Budget Formulation

Directly responsible for the formulation and justification of the three-year Mission OE budget with input from the Executive Office, Program Management Office and Director's Office. Leads ICASS budgeting projections and expenditure analysis adjusting for actual amounts supported by narratives and scenario analysis.

Manages OE & Program support budget projections based on information gathering and ongoing analyses. Monitors actual OE & Program support budgets, focusing on analyses of past expenditure activity, cost projections, personnel costs, and procurement expenses.

Analyzes sources of OE based on authorized levels, including Trust Fund apportionments. Additionally, s/he is responsible for formulating and tracking program support budgets covering Mission projects and expenses.

Estimate annual funding requirements for Foreign Service National salaries, benefits, training, travel, and other related support costs needed to execute projects.

Will track actual expenditures against the budget, provide variance analysis, and prepare documentation (MAARDs) to provide incremental funding to support contracts or other obligations when needed.

Project Reporting

The incumbent is responsible for the completeness and accuracy of the Mission's project reporting system (MAPPR). MAPPR is used to create pipeline and project status reports and to track program support expenditures. The incumbent maintains project mapping tables and project reference data within MAPPR that are used to produce project reports.

Using MAPPR, the Accountant will produce quarterly pipeline reports and periodic project status reports for use by Technical Offices, the Front Office, and the Financial Management Office.

Assists and supports CORs and AORs in the preparation, adjustment and analysis of all related external accounting activity to ensure accurate reporting and financial management responsibility.

Project Accruals

The incumbent is responsible for ensuring the accuracy, timeliness, and documentation of quarterly project accruals.

Provides guidance and support to all CORs and AORs in formulating accruals that accurately reflect liabilities at the end of each quarter. S/he ensures that accruals are provided by CORs and AORs, reviews accruals for support and reasonableness, and posts accruals to the financial system in accordance with deadlines established by USAID/Washington.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. University degree in Accounting or Finance or Business Administration is required. **Supporting documentation (i.e. a copy of degree certificate) must be included in the application for eligibility purposes.**
2. At least five years of progressively responsible experience in public or private accounting formulating and tracking budgets, reporting on financial results, and providing general accounting services, including the calculation of accruals/liabilities/accounts payables and reconciliation of accounts.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96

for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; else candidate will be tested again.

4. Skills & Abilities:

- a) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology is required.
- b) Must have demonstrated high level analytical skills to effectively carry out assigned duties.
- c) Must have demonstrated the ability to understand the capabilities of the financial management system.
- d) Must have demonstrated computer skills in specialized software including Windows and the Microsoft Office Suite.
- e) Must have excellent interpersonal skills to effectively communicate with non-financial personnel.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:

http://jordan.usembassy.gov/job_opportunities.html

Benefits and Allowances:

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6117.